



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

10-05

VACANCY ANNOUNCEMENT - RIYADH

01/19/10

OPEN TO: All interested applicants

POSITION: Administrative Assistant, Department of Homeland Security
FSN-07, Position # 100506

OPENING DATE: Tuesday, January 19, 2010

CLOSING DATE: Tuesday, February 02, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: * Ordinarily Resident: Position grade: FSN-07,
SR. 64,638 (Annual basic salary excluding eligible allowances).

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.

BASIC FUNCTION OF POSITION

The jobholder will manage financial, logistical, personnel, administrative and travel operations of the DHS/ICE Attaché Office, Kingdom of Saudi Arabia (Riyadh, Jeddah and Dhahran), Yemen and Bahrain. Incumbent prepares budgetary, inventory and other administrative reports in accordance with DHS/ICE and Department of State needs and policies. Incumbent is responsible for maintaining budget, inventory, correspondence, policies, etc. for the office. Incumbent coordinates directly with DHS/ICE higher headquarters in furtherance of completing assigned tasks and managing the daily affairs of the office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school is required.

2. **Experience**: Three years of progressively responsible experience in formulating budgets, maintaining inventories, tracking personnel records and benefits and general office management skills or other closely related experience is required.
3. **Language Requirements**: Level IV (Fluent) in English and Arabic (Speaking, Reading, & Writing) is required.
4. **Knowledge/Other Criteria**: The position holder must have working knowledge of Microsoft Word and Excel. Knowledge of intermediate accounting methods. Working knowledge of applicable policies and procedures of the Departments of Homeland Security and State and of U.S. Immigration and Customs Enforcement is highly desirable.
5. **Other Skills**: Ability to independently organize and execute work. Ability to take action and prepare correspondence in keeping with appropriate agency, Post and office policies in the absence of management. Ability to communicate effectively orally and in writing. Ability to analyze budget or other spreadsheet applications, identify and correct discrepancies and report findings. Ability to develop effective solutions.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply**.

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612);
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi residence/work permit.
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: HRORiyadh@state.gov

FAX: 01-488-7765

POINT OF CONTACT

Human Resources Office

Telephone: 01-488-3800 Ext. 4256

DEFINITIONS*

1. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE: CLOSE OF BUSINESS TUESDAY, FEBUARY 02, 2010

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.